

STATE OF MICHIGAN INTERNSHIP PROGRAM  
**UNPAID INTERNSHIP DESCRIPTION**



**INTERNSHIP HOST INFORMATION**

**State Department / Agency:** Department of Human Services

**State Division / Office:** Disability Determination Service

**Location of Internship:** Kalamazoo

**INTERNSHIP SCHEDULE**

**Internship Time Period:** All Semesters

**Internship Hours Requested Per Week:** 20-30 hours per week

**PREFERRED EDUCATION**

**Major / Minor:** Any

**Level of Education:** Undergraduate

**Preferred Skills / Qualifications:**

- Bi-lingual in Spanish and English
- Research and assessment abilities
- Good computer/keyboarding skills
- Quick learner and detail oriented
- Good telephone and general communication skills
- Self-motivated and adaptable

**Through this internship, student intern will develop or further strengthen the following competencies:**

<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

**INTERNSHIP DESCRIPTION**

**Internship Title:** Bi-lingual Evidence Assistant

**Intern Responsibilities / Projects:**

- The Evidence Assistant will receive referrals from a Disability Examiner, Physician, or Manager and will attempt to obtain both medical and non-medical evidence needed to adjudicate Social Security Disability claims. This may require written or phone contact to medical and non-medical sources. The student may develop claims evidence, follow up on claims evidence, or obtain claims evidence via phone calls to claimants, schools, medical treatment sources, hospitals, or other sources to obtain their statements prior to adjudication of the claim. Many of our customers are Spanish speaking and bi-lingual skills are needed for this internship.

**APPLICATION PROCESS**

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).

With questions or for more information about the State of Michigan Internship Program, please contact:  
Brian J. Partie, Jr. Senior Career Consultant – College / University Relations  
Career Services, Civil Service Commission, 517-373-3811, [partieb@michigan.gov](mailto:partieb@michigan.gov)

STATE OF MICHIGAN INTERNSHIP PROGRAM  
**UNPAID INTERNSHIP DESCRIPTION**



With questions or for more information about the State of Michigan Internship Program, please contact:  
Brian J. Partie, Jr. Senior Career Consultant – College / University Relations  
Career Services, Civil Service Commission, 517-373-3811, [partieb@michigan.gov](mailto:partieb@michigan.gov)